

The above example shows that a general information record and history record were created for an employee on November 16, 1997. A history record was added (i.e., personnel action approved and processed) on June 1, 1998 giving the employee a probationary increase.

Rules to remember for corrected actions.

1. You cannot correct an effective date. The reason for this is that the P-1 that created that effective date would remain in the automated files. If the effective date needs to be changed, there would have to be two actions submitted, one P-1 to void the effective date, and another P-1 with the correct effective date.
2. Correction of actions on different dates cannot be done on the same P-1. A separate P-1 would have to be done for each differently dated action.
3. A correction P-1 will change only that particular history record. Up to four action codes can be corrected on one P-1, provided all the action codes to be corrected were on the same original P-1. No matter how many action codes you wish to correct, the correction P-1 must have the same required fields completed as on the original P-1.
4. There is no need to correct "general" information. Simply use a current action to change those. For instance, if the name is incorrect, submit an "M32" to change the name.
5. Corrected actions will appear on a P-1 listing, and will generate certain payroll transactions.
6. We are sorry but all corrected actions will have to be typed. They are not currently available for the Express System.

Voiding Actions

A "Void" action means you want to delete or cancel an action. To accomplish this, drop the last character of the nature of action code that was on the P-1 you want to void and add "V" as the first character. For instance.

Initiating Actions	Void Action	Description
A11	VA1	Addition
C11	VC1	Reclass
E11	VE1	Transfer Within
G13	VG1	Increment

Rules to remember about voids:

1. Void of actions on different dates cannot be done on the same P-1. A separate void P-1 would have to be submitted for each differently dated action.
2. You cannot void a void.
3. Void actions will appear on a P-1 listing, and will generate certain payroll transactions.
4. The only time you should submit a void is when you need to delete "history" or change an effective date of an action.
5. Unlike the corrected actions on the Express System, there are a few void actions that can be done. They are as follows:

Initiating Actions	Void Action	Description
A1_	VA1	Addition
A1, M41	VA1, VM4	Addition/Overlap
E71, A1_	VE7, VA1	Establish/Addition
A2_	VA2	Re-instate
A2_, M41	VA2, VM4	Re-instate/Overlap
E71, A2_	VE7, VA2	Establish/Re-instate
A3_	VA3	Re-employment
A3_, M41	VA3, VM4	Re-employment/Overlap
E71	VE7	Establish

C21 Realloc Effective Date: 02/16

G11, E11 Increment, Trans W/I Effective Date: 01/01

G11 Increment Effective Date: 02/01

C11, G62 Reclass, Pay Type Effective Date: 01/16

Solution: You will have to submit two P-1s. The first must void both actions effective 01/16, using VC1 and VG6 as the nature of action codes. The second must initiate the pay type change again, using G62 as the only Nature of Action Code. Both P-1s will have the effective date of 01/16, and must be sent together.